



Redevelopment Agency Dissolution (RAD)

REDEVELOPMENT AGENCY DISSOLUTION WEB APPLICATION INSTRUCTIONS

TABLE OF CONTENTS

INTRODUCTION	1
LOGIN	2
Login	2
Reset Password	2
Change Password	2
ROPS UPDATES.....	3
INSTRUCTIONS TAB.....	3
CONTACT INFORMATION TAB	3
ROPS TABS.....	4
ROPS Submission Process	4
Step 1: Download ROPS Workbook.....	5
Step 2: Validate Draft ROPS Workbook	5
Step 3: Submit Final ROPS Workbook.....	6
ROPS Submittal Reminders	6
ROPS Denial Reasons	7
DATA VALIDATION PROCESS.....	7
EXHIBIT A: CONTACT INFORMATION VALIDATION RULES	8
EXHIBIT B: ROPS VALIDATION RULES	9

INTRODUCTION

The Department of Finance (Finance) developed the Redevelopment Agency Dissolution Web Application (RAD App) to enable agencies to submit the Recognized Obligation Schedule (ROPS), Last and Final ROPS, and accompanying oversight board (OB) resolutions approving the ROPS. **Finance will not accept any OB actions submitted through the RAD App that are not related to the approval of the ROPS and will consider such actions invalid and ineffective.** Agencies should continue to submit OB actions related to other matters to the Redevelopment Administration e-mail address, RedevelopmentAdministration@dof.ca.gov.

Agencies **should not reuse** a prior ROPS template to prepare their new ROPS. Each ROPS period, Finance will release a new ROPS template for download through the RAD App. **Any ROPS submitted to Finance prior to the ROPS template release date will not be accepted.** Agencies must access the RAD App to download their ROPS templates that are prepopulated with prior ROPS obligations, and to upload the final OB approved ROPS and a copy of the signed OB resolution. No other means of submission to Finance will be accepted. **The RAD App is located at:**

<https://rad.dof.ca.gov/rad-sa>

*The RAD App is designed to run on **Chrome, Firefox, and Internet Explorer (IE) 9 or above.** RAD App features will not function if using IE 8 or older web browsers.*

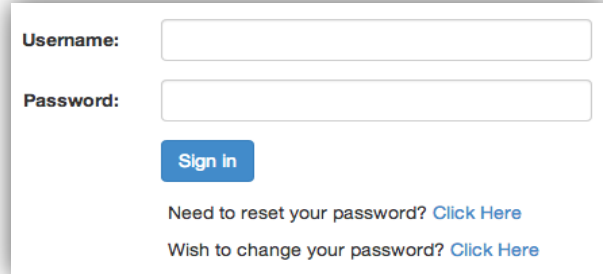
In accordance with HSC section 34177 (l) (2) (C), the agency should **separately e-mail** a copy of the Excel **Annual ROPS, Last and Final ROPS, and OB resolution to their County Auditor-Controller (CAC) and the State Controller's Office (SCO),** RDA-SDSupport@sco.ca.gov. A copy of the final Annual ROPS and Last and Final ROPS should also be posted on the agency's website.

For RAD App technical assistance or questions, refer to the **RAD App FAQs** located on the login page. If the FAQs do not address the question, send an e-mail to RedevelopmentAdministration@dof.ca.gov. Please state the agency name and RAD App questions in the subject line, and briefly describe the issue in the message.

LOGIN

Login

Upon accessing the RAD App, the agency will be prompted to login. Each agency's assigned username is unique and cannot be changed.

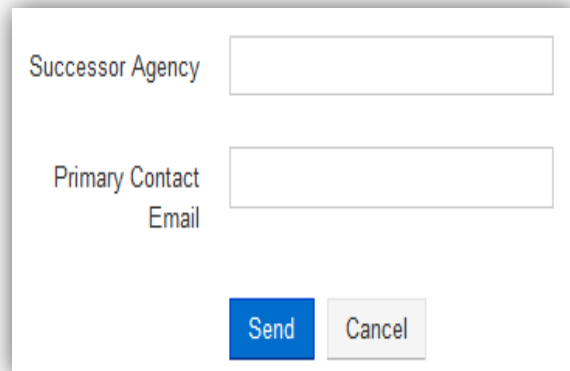


A login form with two input fields: 'Username:' and 'Password:'. Below the fields is a blue 'Sign in' button. At the bottom, there are two links: 'Need to reset your password? [Click Here](#)' and 'Wish to change your password? [Click Here](#)'.

Reset Password

If the username and/or password is forgotten or misplaced, select "Need to reset your password?" located at the bottom of the login screen.

1. Enter agency's **name** and primary contact's **e-mail address**.
2. Agency contacts will receive an e-mail notification of the password reset, assigned username and new password.

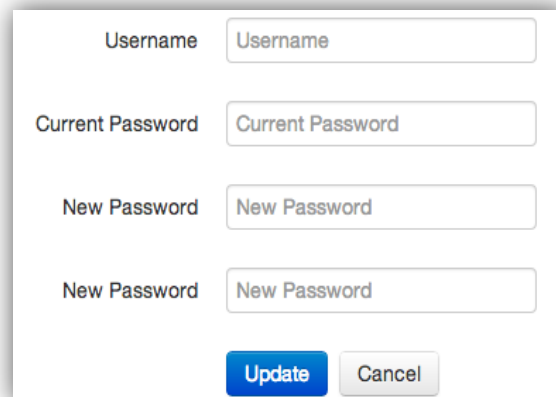


A form for resetting a password. It has two input fields: 'Successor Agency' and 'Primary Contact Email'. Below the fields are two buttons: a blue 'Send' button and a grey 'Cancel' button.

Change Password

To change the password, select "Wish to change your password?" located at the bottom of the login screen.

1. Enter username, current password, and new password.
2. Agency contacts will receive an e-mail notification of the change in password.



A form for changing a password. It has four input fields: 'Username', 'Current Password', 'New Password', and 'New Password' (repeated). Below the fields are two buttons: a blue 'Update' button and a grey 'Cancel' button.

ROPS UPDATES

With the enactment of Senate Bill 107, the ROPS period has changed from six months to twelve months, July to June. To maintain continuity of Redevelopment Property Tax Trust Fund (RPTTF) distribution by the CACs, the new annual ROPS will continue to separate the A Period (July to December) and B Period (January to June).

Furthermore, agencies who meet the conditions outlined in HSC section 34191.6 (a), have the option to submit a Last and Final ROPS. **The RAD App has been updated to allow submittal of these ROPS.**

INSTRUCTIONS TAB

Upon entering the RAD App, users are automatically directed to this tab. Each ROPS period, agencies should access this tab to download the latest versions of the following documents.

- **Cash Balance Tips Sheet** - Tool for completing Cash Balance Form.
- **RAD App FAQs** – Troubleshooting tips.
- **RAD App Instructions** – A user's guide for the RAD App.
- **ROPS Instructions** – A user's guide for completion of the ROPS template.

CONTACT INFORMATION TAB

Agencies are required to use the RAD App to update contact information for individuals designated to receive e-mails generated by the RAD App. **Contact information should be updated throughout the year** and not just during the ROPS review period. This tab should be reviewed each ROPS period to verify contact information displayed is current and accurate. Agencies should also ensure a secondary contact is assigned, if one is not listed. RAD App e-mails are only sent to the individuals designated as agency contacts in the RAD App. Those individuals are responsible for forwarding RAD App e-mails to other agency contacts.

Contact Information Validation Process

When users save the updated contact information, a data validation process will run. If errors are found, a list of errors will display on screen for users to correct. Otherwise, an acceptance message will appear. See **Exhibit A**, page 8, for the contact validation rules.

ROPS TABS

ROPS Submission Process

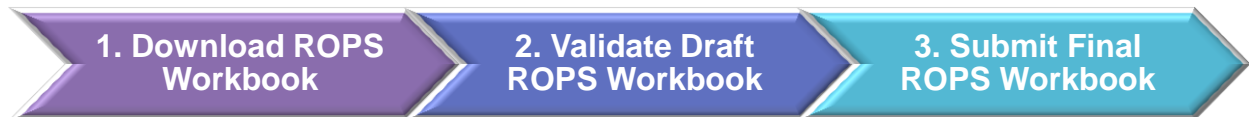
There are two different tabs used to download the ROPS Workbook:

- **ROPS** – Use this tab to download, validate and submit the annual ROPS 16-17 workbook.
- **Last and Final ROPS** – Use this Tab to download, validate and submit the Last and Final ROPS workbook.

The steps for downloading, validating and submitting ROPS 16-17 and Last and Final ROPS are the same. Please follow the steps outlined on Page 5 through 6 to download and submit the ROPS.

If Last and Final ROPS beginning effective period is the same as ROPS 16-17, then both Last and Final ROPS and ROPS 16-17 are required to be submitted to Finance through the applicable tabs.

The ROPS and Last and Final ROPS Tabs allows users to perform three steps:



[ROPS](#) [Last & Final ROPS](#) [Contact Information](#) [Instructions](#)

Download 16-17 Workbook

XLSX
(Excel 2007-2013 format)

Please see instructions before downloading. The application is designed to run on Chrome, Firefox, and Internet Explorer (IE) 9 or above only. You won't be able to download the files if using IE 8 or below as some features are not supported by those versions of the browser.

Validate 16-17 Workbook

ROPS Schedule (XLSX): No file chosen

This is a verification step to assist Successor Agencies to ensure all required data elements are included in the ROPS form before submittal to the OB for approval. A draft ROPS can be uploaded more than once in order to clear any errors messages before the final ROPS upload step. This step does not mean the Successor Agency has submitted their ROPS to Finance for review.

Submit 16-17A Workbook

ROPS Schedule (XLSX): No file chosen

OB Approval Date:

OB Resolution (PDF): No file chosen

Note:

Steps	Action
Step 1: Download ROPS Workbook	<p>Beginning with January 1, 2016, the RAD App will only accept the XLSX format. ROPS templates downloaded will be in Excel 2007 – 2013 format (xlsx) only.</p>
Step 2: Validate Draft ROPS Workbook	<p>Prior to submitting the ROPS to the OB for approval, the agency should set aside time to validate the draft ROPS. This process will test the uploaded draft ROPS data to determine if all required fields are complete and are in the correct format prior to OB approval. Please refer to ROPS Exhibit B for ROPS validation rules.</p> <p>Validation Steps:</p> <ol style="list-style-type: none"> 1. Upload the ROPS file by clicking “Browse” or “Choose File” and select the file. 2. Click “Validate” to upload the file and begin data validation. 3. If the data is not in the required format or is not properly completed, a list of errors will display on the screen for users to correct. 4. See Exhibit B, page 9, for the ROPS validation rules. 5. Correct the errors noted in the ROPS file and re-upload. 6. Perform procedures 1 to 5 above until all errors are corrected and ROPS is accepted. 7. When no validation errors are found, an acceptance message will display on screen. <div data-bbox="435 1171 1172 1281" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Submission Result</p> <p>Your draft workbook passes validation.</p> </div> <div data-bbox="394 1354 1307 1606" style="border: 1px solid black; border-radius: 15px; padding: 10px; margin: 10px 0; background-color: #e6f2ff;"> <p><i>The data validation process should be completed prior to submitting the ROPS to the OB for approval. If errors are found on the final ROPS during Step 3, it will be rejected until errors are corrected and may result in a ROPS version that is different from the OB approved version.</i></p> </div>

Steps	Action
<p>Step 3: Submit Final ROPS Workbook</p>	<p>After ensuring the ROPS provided to the OB for approval has passed the initial validation process in Step 2, agencies should proceed with Step 3.</p> <p>Submission Steps:</p> <ol style="list-style-type: none"> 1. Select the three required inputs to submit: <ol style="list-style-type: none"> a. ROPS Schedule: Excel file b. OB Approval Date: Date from calendar c. OB Resolution: PDF file of signed resolution 2. Enter comments in the “Note” box if necessary. 3. Click “Submit” to upload. 4. Data validation will run to test the ROPS data. 5. If the data is not in the required format or is not properly completed, a list of errors will display on the screen for users to correct. 6. See Exhibit B, page 9, for the validation rules. 7. Correct the errors noted in the ROPS file and re-upload. 8. Perform procedures 1 to 7 above until all errors are corrected and ROPS is accepted. 9. When no validation errors are found, an acceptance message will display on screen. <div data-bbox="467 1075 1367 1243"> <p>Submission Result</p> <p>Information saved. Please send copies of the ROPS workbook to your County Auditor-Controller and the State Controller’s Office.</p> </div>

ROPS Submittal Reminders

- RAD App acceptance of the final ROPS only represents **acceptance by the RAD App**.
- Concurrently, RAD App will send notification of the ROPS submittal to Finance’s Redevelopment Administration e-mail.
- If rejected, Finance will send a rejection e-mail specifying the reason(s) for denial and require resubmission of ROPS documents through the RAD App (**Step 3**). Depending on the reason for denial, **the OB may be required to re-approve a revised ROPS**.

ROPS Denial Reasons

Common reasons for ROPS denial by Finance include, but not limited to:

- Cash Balance form has no entry in the RPTTF Column H, Line 1 (Annual ROPS only).
- ROPS and OB Resolution approving ROPS submitted through the RDA Inbox instead of RAD App.
- PDF copy of signed OB resolution not submitted.
- ROPS is not OB approved.
- Agency did not use Finance ROPS Template.
- Agency does not meet the requirements of Last and Final ROPS submission.

DATA VALIDATION PROCESS

This process will check the contact information and ROPS Detail form for required formats and completion of all required fields.

ROPS Detail Form

Except for “Project Area” (column H) and “Funding Source” (Annual ROPS columns L through P and R through V or Last and Final ROPS, columns J through IS), which may not require data in all columns, all other columns require data for each line item listed. The cells are limited to 200 characters each; therefore, obligation names and descriptions should be short. If the number of characters exceeds 200, the agency can add information in the Notes Form for the applicable line item.

Agencies should not delete worksheets or add new worksheets. Doing so will result in validation errors.

The validation rules that must be met in order for contact information and ROPS data be accepted through the RAD App are further defined **Exhibits A** and **B** on page 8 and 9 .

EXHIBIT A: CONTACT INFORMATION VALIDATION RULES

Contact Information		Validation Rules
1	Contact salutation	<ul style="list-style-type: none"> Input is required Select from option Contact salutation must equal Mr./Ms./Dr.
2	Contact first name	<ul style="list-style-type: none"> Input is required Enter first name Contact first name cannot exceed 30 letters
4	Contact middle initial	<ul style="list-style-type: none"> Initial must be one letter only
5	Contact last name	<ul style="list-style-type: none"> Input is required Enter last name Contact last name cannot exceed 30 letters
6	Contact title	<ul style="list-style-type: none"> Input is required Enter job/position title Contact title cannot exceed 100 letters
7	Contact address1	<ul style="list-style-type: none"> Input is required Enter primary contact address only Cannot exceed 100 letters
8	Contact address 2	<ul style="list-style-type: none"> Enter primary contact address only Cannot exceed 100 letters
9	Contact city	<ul style="list-style-type: none"> Input is required Enter city name Enter primary contact city only Cannot exceed 30 letters
10	Contact state	<ul style="list-style-type: none"> Input is required Enter primary contact state only Enter appropriate state acronym (i.e. CA) Contact state cannot exceed 2 letters
11	Contact zip code is required	<ul style="list-style-type: none"> Input is required Enter primary contact zip code only Contact zip code form should be appropriate e.g., '12345' or '12345-1234'
12	Contact phone number	<ul style="list-style-type: none"> Input is required Enter phone number Enter phone number in the correct format e.g., 123-123-1234 or 123-123-1234 x12345 <i>A parenthesis is not required to be entered</i>
13	Contact e-mail is required	<ul style="list-style-type: none"> Input is required Enter e-mail in required format. For example, John.Smith@example.com, where [User] is "John.Smith" and [domain] is "example.com"

EXHIBIT B: ROPS VALIDATION RULES

ROPS Detail Form		Validation Rules
1	ROPS workbook	<ul style="list-style-type: none"> A Finance ROPS workbook is required ROPS file selected should be an Excel file (xlsx or xls format)
2	Oversight Board Approval Date	<ul style="list-style-type: none"> Approval date is required Final Annual ROPS and Last and Final ROPS only
3	Oversight Board resolution	<ul style="list-style-type: none"> Oversight board resolution file is required Upload in PDF format Final Annual ROPS and Last and Final ROPS only
4	Item # (Column A)	<ul style="list-style-type: none"> Must be numeric. Numbering schemes such as "10" not allowed. Item # assigned to a retired obligation cannot be reassigned to an existing or new obligation Once an item number is assigned to an obligation, it will continue to be assigned to that obligation indefinitely Do not reassign retired item numbers to existing or new obligations
5	Project Name (Column B)	<ul style="list-style-type: none"> Input is required Information has been prepopulated
6	Obligation Type (Column C)	<ul style="list-style-type: none"> Input is required Select from the drop down list the type that best describes the obligation
7	Execution Date (Column D) and Termination Date (Column E)	<ul style="list-style-type: none"> Input is required Enter the date in the required format of mm/dd/yyyy. Note: For items with no specific contract date, enter the current ROPS period beginning and end dates.
8	Payee (Column F)	<ul style="list-style-type: none"> Input is required Enter the name of payee for the obligation
9	Description (Column G)	<ul style="list-style-type: none"> Input is required. Enter a description for the project, obligation, or debt
10	Total Obligation (Column I)	<ul style="list-style-type: none"> Numeric input is required Enter current total outstanding obligation amount Total obligation must be greater than or equal to total requested amount

ROPS Detail Form		Validation Rules
11	Retired (Column J) Note: <i>Applicable to Annual ROPS only.</i>	<ul style="list-style-type: none"> • Input is required • Pre-populated line items will automatically have this column filled in with "N". Change to "Y" if obligation is retired • For new items, select "N" from the drop down list
12	Funding Source Annual ROPS - (Column L to P and R to V) Last and Final ROPS (Column N to IS)	<ul style="list-style-type: none"> • Numeric input is required • Enter whole dollar amount • Total requested should not exceed outstanding obligation